**Policy Title:**

Add/Drop Period

**Policy Statement:**

In fall and spring semesters, the add/drop period is the first five days of classes. In summer semesters, the add/drop period is the first two days of classes.

**Reason for the Policy:**

The current academic calendar allows students three days from the start of the fall and spring terms to add a course and five days to drop a course without additional approval via an Add/Drop Card.

The misalignment of the add/drop deadlines means that there may be open seats in a course after the third day of class, but students are unable to enroll without an authorized Add/Drop Card. This also occurs for students on the course waitlist.

As a result, students regularly request to add a course after the add deadline which requires the signature of both the instructor and the department chair. Negotiating this process can be cumbersome for both students and faculty.

**Proposed Outcome:**

Extending the Add period to coincide with the Drop period will allow students to more easily enroll in the classes they want/need and reduce the need for instructors and department chairs to sign Add/Drop cards. Waitlisted students will be able to adjust their courses online or through their academic advisor without additional authorization.

**Applicability of the Policy:**

The policy applies to all students adding and dropping courses.

**Related Policies:**

<https://senate.gcsu.edu/motions/dropadd-period-extension-04122004>

<http://catalog.gcsu.edu/2018-2019/Undergraduate-Catalog/Academic-Policies/Registration>

<http://catalog.gcsu.edu/2018-2019/Graduate-Catalog/Academic-Policies/Registration/Adding-Courses>

<http://catalog.gcsu.edu/2018-2019/Graduate-Catalog/Academic-Policies/Registration/Dropping-Courses>

**Contacts:**

Faculty Affairs Policy Committee, [fapc@gcsu.edu](mailto:fapc@gcsu.edu)

Registrar’s Office, [registrar@gcsu.edu](mailto:registrar@gcsu.edu)

**Motion Number and Approval Dates:**

Motion Number: 1819.FAPC.001.P

Source Committee: FAPC

Approved by FAPC on 5 Oct 2018